

Report for Week Ending 27 February 1957
from
FORMS MANAGEMENT BRANCH

1. Statistical Summary

COMPLETED ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL	NUMBER OF COPIES
NEW		1	4	1	6	87,900
REVISION			1	-	1	4,000
REPRINT	<u>3</u>	<u>3</u>	<u>7</u>	<u>8</u>	<u>21</u>	<u>130,250</u>
TOTAL	3	4	12	9	28	222,150

1. Statistical Summary

PENDING ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL
NEW	4	1	6	1	12
REVISION	2		6	8	16
REPRINT	—	—	—	—	—
TOTAL	6	1	12	9	28

2. Reports Progress on Work Groups [] - Briefing was given at the regular meeting of the IAC-AHIP group on Monday of this week on the current progress made by the work groups considering Information Report format and the Document Security Indications.

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3. Preparing Shipshape Files [] - Complete study is being made of contents of all folders that make up the Alphabetical Forms File within the new numbering system. To date approximately 10" of duplicate and obsolete material has been purged from this file. Current efforts are being directed to obtaining all missing copies of forms which properly belong in these folders.

4. Revises "Plant Analysis Sheet" Form No. 35 [] - This form which is 12" x 21" in size is presently being completely revamped. When revision is complete the form will be known as "ICE Analysis Sheet" and be 10½" x 16" in size thus permitting its folding to standard (8" x 10½") letter size. Many changes have been made in the entries and in their arrangement. Paper savings resulting from this revision will amount to 33 1/3%.

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PROJECT STAFF

1. Contributions

a. Intangible

(1) Replied to Employee Suggestion No. 2975.

2. Projects Active

a. Due to the illness of the operator the starting of the quarterly filming of Vital Materials in the Office of Personnel is being delayed.

b. Establishment of the Agency file system in OSI continues. Installation of this system in the OAD/EXEC. has been completed and we are presently reviewing the files of the OAD. This project is approximately 10% complete.

25X1 c. The Chief of SOG [] has requested our assistance in solving a problem in connection with the numbering system used in processing requisitions.

3. News

The Chief of OS/SD/LO has conceded to our request to forward requisitions for filing equipment to this office for review. Requisitions for standard type cabinets will be forwarded to this Staff by the Building Supply Officers rather than from Stock Editing. Requisitions ^{for} non-standard equipment will be forwarded by Stock Editing.



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RECORDS DISPOSITION BRANCH

Project 6-40 - Office of Central Reference

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The survey is continuing and the inventory phase has been completed in Reference Branch of the Library Division. Approximately 73 cubic feet of foreign telephone directories now stored at Central Building may be transferred to the Records Center for temporary storage. Preliminary schedules are being drafted. Project is 63% complete.

Project 6-70 - Cable Secretariat

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The Letter of Transmittal and Survey Report is being prepared and will be forwarded to the Cable Secretariat with the Approved Records Control Schedule this coming week. Project is 90% complete.

Project 6-81 - Office of Logistics

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No change from previous report. Project is 60% complete.

Project 6-82 - Audit Staff

A draft copy of the revised records control schedule is being reviewed by the Audit Staff. Project is 65% complete.

General Information

Contact Division, Office of Operations has requested authority for the immediate destruction of 24 cubic feet of material now in the Records Center. This material is not covered by their Records Control Schedule.

A formal request was received from the Security Office for the transfer of twenty cubic feet of material in the custody of the Department of State.



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Records Center

During this week the following accessions were made:

OSI	4 Cu. Ft.
OO	1 " "
MS	2 " "
OCR	114 " "
OTR	2 " "
Sub-Total	<u>123 Cu. Ft.</u>
Finished Intelligence	25 " "
Total:	<u>148 Cu. Ft.</u>

V M Material	617 Cu. Ft.
Records Holdings	19,614 " "
Distribution Material Holdings	11,281 " "
	<u>31,512 Cu. Ft.</u>

Distribution Material Disposed of at Center	6 Cu. Ft.
Distribution Material Transferred from Center	9 " "
Records Disposed of at Center	5 " "
Records Transferred from Center	6 " "

26

Reference

One personnel job which contains three independent alphabetical file series of official personnel folders is being consolidated. There is a total of 101 cubic feet of this material in which half have been consolidated.

The project of inventorying Janis and disposing of excess copies is approximately 50 percent completed. To date 420 cubic feet can be destroyed and approximately 175 cubic feet have been reboxed for future reference.

General

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[redacted] has been chosen to fill the vacancy created by [redacted] transfer.

[redacted]
Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	2,003	9,907	11,910
DD/P	2,870	5,860	8,730
DD/S	1,121	6,739	7,860
DD/S (Compt. Grilled Area)	341	139	480
DD/I	414	6,396	6,810
DD/I (Grilled Area)	1,032	2,748	3,780
DCI	37	23	60
Map Negative	<u>673</u>	<u>917</u>	<u>1,590</u>
TOTAL:	8,491	32,729	41,220

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